Annual Awards Tips

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Logistics Awards

- Account of the Year using the Malcolm Baldrige Criteria (7 categories emphasizing strategic planning, process improvement and business results)
- Individual Awards
  - Officer
  - 4A1
  - 4A2
  - Civilian
  - Facility Manager
- Process Improvement team to brief their recommendations on Friday

Goal of Writing Awards Packages

- To clearly communicate to the awards graders why a person/account should win the award.
  - While following the instructions in the call for nominations
- Always keep in mind the grading process

Follow Instructions

- 2004 submissions not following instructions will have stiff penalties
  - Cover letters
  - Font size/type
  - Binder size
  - Category headings

Communicate

- Proofread, proofread, proofread
- Use generally accepted abbreviations (AF, NCO, DMLSS, JCAHO)
  - Might be wise to ask MAJCOM who grades their packages.
  - Folks at Air Staff or from different MAJCOMs may not be familiar with certain acronyms
  - 2 many abbrev m’ke pkg diff 2 r’d

Communicate

- Write in active voice – note impact of actions
- Make point as succinctly as possible
- Use proper grammar, spelling, punctuation

Misc

- More important to have meaningful bullets than to fill space
- Put most significant achievements at top

Account of the Year

- Is a year long process which can’t be done effectively at the last minute
- Submission package is large, but if done correctly shouldn’t take a lot of time at end of year
- Need to read the Malcolm Baldrige materials carefully

Account of the Year

- Binder organization is important, make supporting information easy to find
- Summarize each attachment in one page summaries, every attachment should be referenced somewhere
- Make attachments easy to read
  - Label X & Y axis
  - Show which direction is good or bad
  - Explain deviations
  - Don’t make them too busy

Account of the Year

- Fact or Fiction?
  - The more information the better?
  - Fiction: If it helps illustrate a point put it in, however random stuff thrown in the binder only clutters the package, makes it difficult to find the important items, and irritates the graders. White space is OK.

Account of the Year

- Fact or Fiction?
  - MTFs that have a high ops tempo have an advantage because they have lots of cool stuff to put in their package.
  - Fiction: The Malcolm Baldrige criteria emphasizes strategic planning and process improvements not how many pallets you have shipped out the door.

Account of the Year

- Fact or Fiction?
  - Using the Malcolm Baldrige criteria levels the playing field between small and large accounts.
  - Fact: The criteria doesn’t grade volume of purchases made or square footage of the facility. Small facilities frequently score the highest of all packages graded.

Individual Awards

- “Paint a picture” of the individual, don’t just make a list of accomplishments
- Multiple bullets in winning package established a theme that this airman puts team before self
  - “Volunteered as Security Forces augmentee for 43 days; provided force protection for personnel/resources”
  - “Lauded by SF supervisors and shift leaders for positive attitude, versatility and ‘get it done’ mentality”
  - Team AF! Volunteered to administer anthrax vaccinations while in theater; loggie immunized 1,247 personnel”

Individual Awards

- This NCO demonstrated that she gets things done.
  - “Rapidly prepared/deployed $150k in WRM projects”
  - “Assets ready at a moments notice – quickly reconstituted upon return – ready one month ahead of schedule”
  - “received/inventoried 5 new collective protection EMEDS assemblages”
  - “Completed 20 days ahead of schedule – immediately available for deployment”

Individual Awards

- Emphasize leadership positions and actual contributions. “Member of MDG booster club” is weak.
- Avoid job description bullets
- If individual has completed degree(s) in previous award period make that known.

Final Comments

- Malcolm Baldrige Seminar:
  - Wednesday - 0800
- Questions?
  - Call the Policy Branch
    - Lt Col Faust
    - Mr. Drinan
    - Capt Tapia
    - Capt Urbanski